

FLEET LOGISTICS SUPPORT SQUADRON FOUR SIX

"THE EAGLES"

Check-in / Check-out Form



(Complete & turn this form into the Personnel Department within 10 working days of reporting onboard)

PRIVACY ACT STATEMENT. SENSITIVE-UNCLASSIFIED. Data punishable by law. Privacy Act of 1974 as amended. The principal purpose is to obtain necessary information for recall mobilization and retention in the United States Navy.

Check-in date: _____, FTS or SELRES (check one) Check-out date: _____
 Date of Birth: _____ Marital status: (married/ single/ div)
 Rank/Rate: _____ Date of Rate (DOR): _____ NEC
 Billet: _____ Single parent: (yes / no)
 Name: _____ Number of dependents: _____
 Address: _____ Spouse's name: _____
 City: _____ State: _____ Zip: _____
 Home phone: _____ Cell phone: _____
 EFM Program: (yes / no)
 Aircrew: (yes / no)
 PEBD: _____ Duty section: _____
 Passport: (yes / no)
 Date passport expires: _____
 Department assigned: _____, Aircrew: (yes / no)

	Check-in	Check-out
Commanding Officer		
Executive Officer		
Command Master Chief		
Department Head & Department Leading Chief Petty Officer		
Personnel / Admin Dept (check-in / out, records review & pre-separation IRR registration brief)		
Command Career Counselor		
Exceptional Family Member Program Manager		
Family Care Plan Coordinator		
Security Manager / Security Clerk		
Public Affairs Officer / Legal Officer		
Information Systems Security Manager		
Program Manager / TAD Funds / Government Travel Credit Card		
Ground Training		
Urinalysis Coordinator		
Safety Coordinator / Operational Risk Management Coordinator		
Physical Security Mgr / Key Custodian		
Passport Coordinator		
Watch Section Leader / SDO		
Drug and Alcohol Program Advisor		
Command Financial Specialist		
Physical Fitness Assessment (PFA) Coordinator		
EAWS Coordinator (enlisted E5 and above only)		
EGRESS Training W/C 130 (Aircrew / Maintenance only)		
MAINTENANCE ONLY - Maintenance Control / Maintenance Chief		
AIRCREW ONLY - NATOPS / Operations Logs & Records		
AIRCREW ONLY - Flight Gear Issue		
W/C Safety Indoctrination		

**FLEET LOGISTICS SUPPORT SQUADRON FOUR SIX
"THE EAGLES"**

Check-in / Check-out Form



(Complete & turn this form into the Personnel Department within 10 working days of reporting onboard)

W/C 050 Gear Issue		
CBR Coordinator		
NALCOMIS System Admin - all Maintenance / Aircrew		
Base Dental Clinic		
Base Medical Clinic		
Household Goods (FTS only)		
Base Housing Office/ BOQ/ BEQ (FTS only)		
TRICARE / DEERS update		